



CSET Preparatory Session and/or Test Registration for Human Resource Services Approval

Please fill out the information listed below and return to the attention of: Cancy McArn, Director, Human Resource Services, Box 770.

Form with fields for Name, Street Address, City/State/Zip Code, Position Title, School/Department, Work Phone, Last Four Digits of Social Security Number, I would like to register for (checkboxes for CSET Preparatory Session and Test, CSET Test Only), Signature, and Date.

For Human Resource Services Use Only

- Approval of CSET Preparatory Session and Test
Approval of CSET Test
Denied CSET Preparatory Session and Test
Denied CSET Test
Notification Letter Sent to Employee
Receipt Received (date)
Copy of Evidence of CSET Completion (date)
District to Reimburse Employee; Receipt Number
Sent to Accounts Payable (date)